

25 June 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 11 JUNE 2019**

The Board of Trustees convened at 1900 hrs. **In attendance:** Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** Trustee Anthony, Boothbay (Clerk).

1. The board approved the minutes for 28 May 2019.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
2. The **Payroll** for weeks ending 28 May 2019 & 4 June 2019.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
3. The **Transactions** for the period of 27 May 2019 through 7 June 2019.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
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4. **ADMINISTRATION** – The manager presented the board with Table - *Boothbay Region Water District Cash Account Status Report as of 11 June 2019*. The United States Department of Agriculture informed the district that they would be withdrawing \$93,280.00 on 14 July 2019 directly from the district’s SWEEP account as the 2019 payment for the *Southport Interconnection and Standpipe Construction Project*.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 11 June 2019	
Account	Balance
Business Checking	\$ 28,895.56
Deposit Sweep Account	\$ 492,081.88
Liquidity Total	\$ 520,977.44
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 200,001.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.96
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 217,662.08
TOTAL CASH RESERVES	\$ 738,639.52

- a. **Administration Office Roof Repairs** – Mr. Charles “Chuck” House completed re-roofing the Administration Office as budgeted on 30 May 2019 with no abnormalities noted.
5. **NATURAL RESOURCES PROGRAM** – The following was presented, in writing, to the board by the NRPM:

1) Work under the Phase II DEP 319 non-point source remediation project has begun and we expect to complete the Phase I project by the end of this month.

2) Summer intern projects have begun. We are working on mapping and removing invasive plants along Adams Pond Road and on District shorefront property on Adams Pond, particularly under declining Red Pine stand behind office/plant. Regular lake water quality monitoring is ongoing for the rest of the growing season. GIS/education projects are in the works.

6. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.
- a. **Human Resources (HR)** – The manager followed up on the previous report concerning the activation of Utilities Technician, Weston Alley from reserve to active service with the United States Coast Guard (USCG), to be deployed for 60-days to the Mexican frontier. The manager reported that it appears that Mr. Alley may be called up in November for a 60-day detail. The manager reported that this may cause a labor shortage during seasonal water shut down but would keep the board informed as either the situation changes or orders were received.
 - b. **Training Update** –
 - 1. **Lake Sampling Certification** - On 31 May 2019 Utilities Technician Weston Alley and Summer Intern Zach Vise completed mandatory training and certification for environmental lake sampling provided by the Maine Department of Environmental Protection.
 - 2. On 31 May 2019 the manager reported that he had been sworn in by the Secretary of State as a Notary Public, filling the void created by the retirement of the previous Customer Service Representative (CSR) for notarizing district documents. The current CSR would pursue certification in the future once more critical skills pertaining to his position were mastered.
 - 2. On 30 May 2019 Summer Intern, Zach Vise received all initial safety and human resource training as required by law. This training was completed by *J. Guadet & Associates* in Westbrook, Maine.
7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency since the previous report unchanged at 100% efficiency for both filter and clarifier performance. Raw water quality remained stable. Adams Pond had in reserve 228 MG which was very good for this time of year. Key chemical additions were creeping up, approximately 20% above of normal with no taste or odor issues.

Finish water production continued to outpace production recorded in 2018 for the previous period, with an average daily production increasing to 0.5910 MGD as compared to 2018 production for the same period of time equaling 0.5450 MGD.

- a. **Overhaul Vertical Turbine Raw Water Pump 1 (RWP1) & Finish Water Pump #2 (FWP2)** – Beginning on 4 June 2019 and concluding on 6 June 2019, *Weston and Sampson* reinstalled the two pumps, achieving redundancy with these two very important systems. The manager reported that both pumps had been successfully tested and were now back in service.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD had spent the previous month, as usual for this time of year, completing seasonal service installation and associated activities. The district was up-to-date with regard to cross-connection control with the DD now focused on hydrant maintenance and color coding for fire protection.

On 1 June 2019 a water main break occurred in East Boothbay off of a water main winding behind Mr. Jack Fulmer’s backyard. Because of the soils and water from the main break created a soupy fix, making a mess of Mr. & Mrs. Fulmer’s backyard the board was warned to expect larger than normal restoration bill, in the future, from *N. Remy Construction*, of whom the manager tasked with making the landscape right.

Discussion began with the board as to how to make a permanent fix for this ancient water main and endorsed, in principle, correction of this service, and four others associated with it, become a “Paygo” project for the future.

In addition to the relentless job order rush, the DD responded to 16 Dig Safe requests since the previous period.

- a. **New Building Status Report** – No change in status.
- b. **New Replacement Vehicle** - No change in status

9. **5 RIVERS REGIONAL WATER COUNCIL** –Nothing new to report

10. **LAND ACQUISITION UPDATE** – On 31 May 2019 the manager reported that he had met with the water districts attorneys at *Verrill & Dana* in Portland, Maine and was part of a conference call with Mr. Chris Simpson J.D., Maine Public Utilities Commission (PUC) Counsel, and various and assorted staff members discussing the districts application for a waiver to cash limits the district could hold in a land acquisition account at any one time. The manager relayed that the discussion concerned the intent to have private donations for land acquisition which may roll over fiscal years, be reflected on the district’s balance sheet, but not becoming the cause triggering a PUC review for rate reduction. Once the PUC realized that this would consist of third-party funds, primarily from wealthy individuals looking for tax deductions while supporting a cause they feel strongly about, due to the districts non-profit status, the PUC informed the district that this fund could possess unlimited resources but would need to be fully fenced and be for land acquisition purposes only, with no rate-payer money intermingled. The draft PUC submission provided to the board at the last trustee meeting had to be amended and was included for trustee review and comment. The manager concluded that this was a very positive meeting with the district, once again, trying a strategy using “out-of-the-box” methods.

11. **ISLE OF SPRINGS (IOS)** – The manager reported that on 6 June 2019 he had a conference with *Wright-Pierce Engineering* informing them that the district was ready to go but there had been a problem with contractor availability. All was good but the IOS residents were eager for the increased pressure. The manager informed the board that he was attempting to make contact with Mr. Chuck Fuller, principal, *Fuller Marine Services* but had been unsuccessful in that *Fuller Marine Services* was unprecedentedly busy in 2019.
12. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report
13. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that he had been invited to speak at the Massachusetts Road Home Owners meeting to be held 1 July 2019 to discuss this potential project.
14. **LOGAN ROAD WATER MAIN REPLACEMENT PROJECT** — The manager reported that on 30 May 2019 he had met with Mr. Justin Wood, co-owner, *E.M. Wood Construction*, and informed him that the board had approved his firms bid. At present the manager reported this project was set to begin 3 September 2019.
15. **AFFORDABLE HOUSING PROJECT** – The manager reported that the property for this project had been placed into a purchase and sales agreement with the funding entities agent and current landowner. The manager informed the board that he had been quoted in the Boothbay Register relaying the boards enthusiastic support for the project and the district’s willingness to participate. In conversations with Mr. Dan Bryer, Boothbay Town Manager, the district was informed that Mr. Steve Roberge had been secured to engineer the permit application with attorneys working on the P&S, utility right-of-way procurement and establishing the non-profit. The tentative date for initial planning board review was set for July in Boothbay Harbor.
16. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – Nothing new to report.
17. **SQUIRREL ISLAND WATER MAIN** – The manager reported that on 31 May 2019 he met with *Verrill & Dana*, turning over all of the research he had completed, including the most recent attorney opinion by *Preti- Flarherty* completed in 2004, concerning the ownership transfer of the SI water main from the district to the *Squirrel Island Village Corporation* (SIVC). The manager informed the board that after that meeting, he was optimistic a successful conclusion to this endeavor, bringing the SIVC in-line with current, well established district rules and procedures, was possible. The manager informed the board that case law had changed significantly since 2004, during the last legal assessment for bringing the SIVC in-line with district policy, with *Verrill & Dana* successfully breaking this type of manipulative arrangement for another utility in a similar situation with an exclusive enclave island in Casco Bay very recently. I Th manager relayed that he had charged our attorneys to provide a paper for trustee review meeting the following:
 - a. Is this effort possible;
 - b. What is the fix;
 - c. A “rough” cost estimate; and
 - d. What type of resistance should be expected?

Verrill & Dana has requested I perform a cost model in that I will run cost numbers of 100 +/-, 5/8” meters vs billing on a 4” master meter to better understand the economics of the situation. I did inform our attorney that there would be no “sweeting” side deals as far as “cost sharing” or “rate manipulation” was concerned; this effort was intended to strictly to bring the SIVC into a consistent set-up as compared to every other non-drivable island served by the Boothbay Region Water District.

18. **HARRY PINKHAM TRIBUTE** - The manager reported that even though this was a somewhat lightly attended event, overall it was a great time, with good food, and Harry left a very happy man.
19. The meeting was adjourned at 1952 hr.
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Trustee Climo motioned, Trustee Tharpe second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager